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WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 17 December 1986

I. Status of Tasks Assigned by Senior Management:

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II. Major Events That Have Occurred During the Preceding Week:

No A. As a result of a memorandum request from the Office of Personnel Logistics Officer, the Inventory & Audit Section has performed a spot inventory for 21 line items of OP brochures and forms. Packaging discrepancies were identified (various quantities per box) and brought to the attention of the OP Logistics Officer, who should resolve the problem via Supply Management Branch. Quantity adjustments were made reflecting the actual number of boxes on the shelf.

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No staff notes
 J. Recently, Supply Management Branch, (SMB) Supply Division, has had an unusually high demand for the 30" x 60" wood flattop desk. At present time, there are 36 due-in and 20 on back order. The order for 36 was placed in July with a requested delivery of mid-November. SMB has been informed by General Procurement Branch that the new vendor on the G.S.A schedule will not start production until April 87. In the meantime SMB has ordered an additional 35 desks to compensate for additional requests. [redacted]

No
 K. Personnel from Supply Management Branch, Supply Division, visited the National Photographic Interpretation Center (NPIC) on 11 December as part of Supply Division's visitation program. The visit included an overview of NPIC's operational mission, a tour of the renovated facility, and a review of the NPIC Logistics Division activities. [redacted]

III. Upcoming Events:

No staff notes
 B. Operations Support Branch, Supply Division, has tentatively scheduled two runnings of the Field Admin Course in January. The first session is planned for [redacted] the week of 5 January for members of the Procurement Division Flying Squad. The second running will be held [redacted] the week of 12 January. [redacted]

IV. Management Activities and Concerns:

No
 In concert with the Agency Freedom of Information Act (FOIA) coordinator and the DA FOIA coordinator, Supply Division continues to expend considerable man hours coordinating a consolidated Agency response to recent FOIA inquiries [redacted]

No
 Personnel shortages continue to consume much of Division Managers time in dealing with the critical shortages especially in components outside of the Office of Logistics. [redacted]

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